



Attendance Policy

(based on CCC model policy)

Version	Date	Description	Chair of Committee	Ratified (Y/N)	Next Review Due
1	June 2018	Draft presented to Curriculum Committee	Paul Ilott	Y	June 2020
2	November 2020	Updated presented to FGB	Caroline Ilott	Y	Nov 2022
2	October 2022	Update presented to FGB	Paul Ilott	Y	Oct 2024
3	December 2024	Draft presented to FGB	Liz Hunt & Laura Jeffs	Y	December 2026

INTRODUCTION

High attendance at school is important for children to do well in their learning. Children need to be on time and here every day. We need parents/carers to work with us to make that happen. We expect children to be at school unless there is an unavoidable or exceptional reasons.

The majority of our pupils at Granta School have patterns of good attendance because they enjoy coming to Granta School for their education and because of the arrangements we make to meet their individual needs.

The DFE has set out clear guidance 'Working together to improve school attendance' to promote full attendance. The government recognises below 90% attendance as persistent absence which could trigger a cause for concern. However, for children and young people who experience significant health conditions reasonable adjustments can be made both to maximise attendance and recognise genuine reasons for absence.

At school, we know that attendance is important and we will do all we can to support parents/carers to get children into school every day. Making sure children attend school is part of the work we do to make sure children are safe.

Parents/carers will:

- Make sure your child comes to school, and know that you have a legal responsibility to make this happen
- Make sure your child is on time for school. If your child is late, it might be marked as an 'unauthorised absence'
- Tell school if your child has a medical appointment during the school day. We might ask to see the text message, email or appointment card just to check that the appointment is happening.
- Make sure you contact school before 9am if your child cannot attend school, telling school the reason
- Tell school if your child is unhappy coming to school, so that we can help you and your child solve the problem that is making them unhappy.
- Fill out the form if you need to take your child out of school during term time. We won't authorise the absence unless it is for an exceptional reason. This means it has to be unavoidable and really important. If you take your child out of school even when school have said it will be unauthorised, you might be given either a penalty notice (which is a fine you have to pay) or prosecution.
- Tell school if your phone number, email address or home address changes. Make sure we have more than one person's details in case we need to ring someone for your child in an emergency.
- If we suggest some things to help your child with their attendance, try and work with us to let them happen.
- Talk to us about any problems with attendance.
- Monitor your child's attendance at school using Arbor.

A child registered with a school has to attend full time in the term after they are 5 years old. This is called 'statutory school age'. Parents/carers have a legal responsibility to make sure their child comes to school.

School will:

-
- Be a safe place to learn
 - Keep regular and accurate records of when your child is in school and if they are on time.
 - Check children's attendance and do something if they are not in school regularly.
 - Contact parents/carers when a child is not in school if we have not had a message to say why
 - Find out why a child is not in school if parents/carers have not given us a reason.
 - If appropriate give individual positive reinforcement when attending school.
 - Meet with the Local Authority Attendance Improvement Officer to help us check attendance and see what else we need to do.
 - Tell Cambridgeshire County Council if a child is not attending school enough.
 - Decide what we think will help a child who is not attending school, and put that help and support in place.
 - Work with other services to help a child's attendance e.g. Early Help, Social Care and transition advisers
 - Share the information about how much your child is coming to school with you and explain what good attendance is.
 - Have the same rules for everyone about coming to school every day and on time.
 - Have special support and follow our Children with health needs or exceptional circumstances who cannot attend school policy.
 - Write Individual Healthcare Plans for children who have medical needs
 - Work with SAT Caseworkers at Cambridgeshire County Council to support children with medical needs who cannot come to school every day.

All staff at school have to work hard to make sure attendance is good. The Headteacher is in charge of it. If we are worried about your child, we will tell you by phone or letter and you will be invited into school to talk to us about it.

Children will:

- Come to school every day
- Be here on time every morning
- Have what they need for the day
- Talk to a trusted adult about any problems they have that make them want to stay at home.

Governors will:

- Look at the information about attendance every term
- Make sure the Headteacher does everything in this policy

The Local Authority will:

- Support school and give us information and guidance by having meetings with us about attendance.
- Work with us when a child misses a lot of school.
- Work with schools to decide what legal sanctions would be appropriate
- Work out what support a child needs to be able to access education if they have medical needs.

SCHOOL PROCEDURES AND PRACTICES

Our school Attendance Team includes our Family Support Worker, Safeguarding Lead, and Assistant Head for Behaviour, Deputy Head and Headteacher. For day to day attendance issues, please contact our Family Support Worker on 01223 896890.

We make sure all children can come to school every day, and other service help us to offer support. Some children might need more help to be able to come to school. We show families where they can get extra help if they struggle with coming to school. Sometimes Social Care help us to decide if a child needs support. We will work with families in many different ways to help them come to school every day.

School has to look at all pupils' information and see who is coming to school every day. We use this information to see what we need to do to help both individuals and groups of children.

If a child is not coming to school regularly, we will work with them, parents/carers and other professionals to help their attendance improve. Children who miss 10% of time at school might get a fine or penalty and are classed as 'persistently absent'. Children who miss half their time at school (50%) are classed as 'severely persistently absent' and if this happens, we will ask parents/carers to do lots of work with us to help improve and support the child.

We highlight the importance of good attendance to staff, so they can support children to come into school and know who can help. We remind staff to follow this policy. Parents/carers can see their child's attendance on Arbor and it is reported on in Annual review meetings annually.

We have to share out attendance information with the DfE so that we can see whether our children's attendance is as good as other schools.

As a school, we try to work together with parents/carers to improve school attendance. This means that we will listen to you and support you. However, if this doesn't work, we may think about using the legal options outlined in Appendix 2 our monitoring process.

TRACKING ATTENDANCE

We know that data is part of whole school information that enables school senior leaders to have discussions with teachers and to ask questions to seek wider school improvement. That constant questioning is more likely to affect change and to help the school to become more responsive to pupil circumstances.

Our Family Support Worker checks for absences and follows up with families. She also notifies the Senior Leadership Team via email by 10am of all absentees so that leaders are able to deploy staff effectively and monitor regular absence.

Registers are also an important part of fire evacuation procedures and "lock down" procedures.

The school tracks attendance:

On a daily basis by the Family Support Worker who will alert the Headteacher to any urgent potential concerns

- check for pupils who are 'Children missing in education' and tell the Local Authority about them
- checking authorised/unauthorised absence and other reasons parent's/carers have given for pupils who are not in school
- contact parents by telephone, email or letter to find out why a pupil is not in school

- tell parents/carers if their child's attendance is too low
- offer support or tell you where you can find support

The school attendance team meet fortnightly to review attendance for;

- students below 90% and agree next steps, such as informal letters, formal meeting invitations and referrals to other agencies
- for inclusion in annual reviews/ CIN meetings / PEP meetings and other pupil meetings where their general wellbeing is under discussion
- The school attendance team will also look at pupil attendance for certain groups of pupils including children with medical needs.
- Ensuring certain actions for parents/carers who have requested to home education their child

The school business manager will follow certain actions to take children off school roll if they need to.

Please refer to Appendix 2 Granta attendance monitoring process.

After using an attendance contract or notice to improve, if a child's attendance does not improve, the school will refer to the LA.

The school will report pupils to the LA when they have 10 'O' coded (unauthorised absence) sessions in a row, 10 sessions in a row = 5 days, pupils who have been off for 10 sessions 'G' codes (term time leave not agreed by the Headteacher) or pupils with 15 days 'I' codes (illness) in a row.

Overall performance:

- Termly reporting to Governors via the Heads report at termly Full Governing Body meetings
- Tracking using inclusion indicators for Pupil premium, LAC, ethnicity and our vulnerable groups
- In data provided to the local authority

REGISTERS

Registration takes place twice a day and registers close at 9.30am, then at 1.00pm.

It is the law that we do the register every morning and afternoon at school. If we don't know why a child is late, we have to mark it as unauthorised until a parent/carer gives us a reason. This must be no later than 5 days after the mark is made. Only the Headteacher may authorise or unauthorise an absence. The register can only be changed when we have been given a reason. If make a change, the register has to show the original mark, the changed mark, the reason for the change and the date the change was made.

We expect pupils to begin lessons immediately after registration in all cases.

LATENESS

At Granta School we appreciate most pupils arrive by education transport and travel to Linton can be subject to unavoidable delays. The same can be true for parents who transport their own children if they live some distance away. Any student arriving in school after registration has been closed will be recorded as 'L' (late). If they arrive after registration period has finished for reasons other than congestion they may be recorded as 'U' (unauthorised absence). In the vast majority of cases, if lateness becomes frequent and problematic, the schools first response will be one of concern and welfare and we will support the family to manage whatever barriers to timely arrival have become problematic. Parents and carers should be advised that lateness at the beginning of the day is particularly detrimental to academic and social progress because pupils rely on predictable routines to start their day well, especially pupils with autism and or Learning disabilities.

The Local Authority Attendance Improvement Officer may be asked to carry out audits of attendance at the school, to support the school in developing responses to individual or group matters of concern, or to attend meetings with the parents/ carers of the child concerned.

ABSENCES

If your child is absent from school for any reason (appointments, illness or other) or is going to be late, you should inform the school office before 9.00 am on the morning.

If your child is late to school they will need to be signed in at the school office.

Any child taken out of school due to illness or appointments need to also be signed out at the school office and also signed back in in on their return. The school should be notified in advance of all known appointments so that children with autism can be prepared for a change of routine in their school day.

Absences from school will be either Authorised or Unauthorised depending upon circumstance.

Authorised absences are where a student has been absent and a satisfactory and legal reason has been communicated to the school via the teacher or school office e.g. illness, medical appointments, religious observance.

If we do not know the reason by the time the register closes, a member of staff will try and get hold of a parent/carer. The member of staff will ring every person on your child's emergency contact list, starting with the first one, until we find out why your child is not in school. We will leave a message on voicemail if you do not answer. We will make a note of any conversations. Staff will mark the registers using one of the codes (see Appendix 1)

The school expects authorised absences to be kept to a minimum so each pupil can maximise full attendance.

Any routine medical and dental appointments should be arranged out of school hours or during school holidays when possible.

Where absence through illness has led to attendance of below 90%, parents/carers will be contacted and be expected to provide medical information and/or appointments evidence.

ILLNESS

If your child has had sickness or diarrhoea, they can return after they have not been sick or had diarrhoea for 48 hours.

Children with mild coughs, colds, sore throats, sneezes and runny noses can come to school. However, if they have a temperature over 38 degrees, they should stay at home until their temperature has come down and they are well enough. The NHS and Government have made a website which tells you if you child is well enough to go to school or not: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

MEDICAL NEEDS AND SEND

The nature of our school means that all our pupils have a diagnosed special educational need and/or disability some pupils also have complex medical needs, social, emotional or mental health needs. Where these needs impact on attendance we will work with families, SEN Caseworker and professionals to identify and overcome the barriers to attendance.

As a school we are flexible with the planning of our arrangements for return to school following a health related absence and we will support families to enable access to education after operations as swiftly as possible.

In some cases a phased return or part time attendance can be organised with a bespoke plan to support exceptional health needs, including physical and emotional and mental health complexities. We will consider other reasonable adjustments such as transport, routines, access to support in school.

In making decisions about pupil attendance the school will appropriately take into account medical reasons and exceptional circumstances in discussion with parents and when appropriate seek guidance from Cambridgeshire Local Authority Attendance Improvement Officer. In the rare instances that a pupil is unable to access any education inside the school setting. We will work with the Local Authority to ascertain next steps. Where a pupil's health needs mean they need reasonable adjustments or support because it is complex or long term, we may seek medical information to better understand the needs of the pupil and identify the most suitable provision. This may take a variety of forms, which we will discuss with parents/carers on an individual basis.

We are able to make adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments must be agreed by, and regularly reviewed with, the pupil and their parents/carers.

UNAUTHORISED ABSENCES

Unauthorised absences are when no letter or acceptable explanation is provided by parents and carers or the reason provided is not deemed as acceptable by the school.

Examples of these may be avoidable lateness after the end of registration, shopping, excursions which have no or little educational benefit, meeting friends.

The school, using DfE guidelines, makes the final decision about whether or not any absence is seen as Authorised or Unauthorised.

Families who foresee a school absence for their child should ask for permission ahead of the date from the head teacher using the schools request form.

If your child does not attend school regularly the school will work with you to find out why it is happening and how the school can help. If your child continues to be absent without authorisation from the school, then we may send your details to the Local Authority. A pupil would need to be absent for 10 sessions over a period of 10 or more school weeks. Before school refer to the LA for non-attendance, we will work with you and offer support. We may offer you an attendance contract meeting where we discuss the barriers to attendance and try to break them down. If you do not join in with the support from school, we may choose to set targets for your child's attendance instead. We do this together with the LA. This is called a Notice to Improve and is a last try at improving attendance before fines or a prosecution is asked for.

TERM TIME HOLIDAYS

Children of school age who are registered at a school must, by law, attend that school regularly. Regular attendance is the best way of ensuring that a child makes the most of the educational opportunities which are available to him or her.

When a child is absent from school, he or she misses not only the teaching provided but is also less prepared for the lessons after his or her return.

There are only 190 statutory school days in one year and 175 days (weekends and school holidays) available to use for holidays. Therefore every school day counts!

If a parent/carer want to ask for time off school, you must fill in a term-time leave request form. This has to be filled in before you take your child out of school no later than 10 days before.

If school think you have taken your child out for term time leave, we will write to you and ask you to explain why your child was not in school. If you can't give school a reason, then the absence may be recorded as unauthorised, and we may send your details to the LA.

IMPACT OF REDUCED ATTENDANCE ON LEARNING

In order to understand the impact of attendance, find the table below that indicates the number of hours lost for learning and impact of reduced attendance from school.

We refer to this chart in discussion with parents and carers to help to maximise school attendance.

Table to show levels of school attendance and impact for days absent by hours lost for learning:

Attendance of student	Actual attendance over a school year	Equivalent whole days absent	Equivalent learning hours lost	
100%	190	0	0	Excellent
99%	188	2	10	Good
98%	186	4	20	
97%	184	6	30	
96%	182.5	7.5	37.5	
95%	180.5	9.5	47.5	
94%	177	13	65	Cause for concern
92%	175	15	75	
90%	171	19	95	Risk of penalty notice and/or legal proceedings
89%	169	21	105	

PENALTY NOTICES

If a pupil takes unauthorised term-time leave for 10 sessions in a row or more (normally 5 days or more) they will receive a penalty notice.

The fine for a penalty notice is £80 per child, per parent/carer. If you haven't paid after 21 days, it goes up to £160. If you haven't paid after 28 days, you may be prosecuted in court. This could mean a fine of up to £2,500 and/or prison for up to 3 months per parent.

If you take **another** term time leave of 10 sessions (5 days) or more with the same child, in a three-year rolling period, the fine is £160 per parent, per child and you have 28 days to pay it. If you do it a third time, in a three-year rolling period for the same child, your details will be sent to the Local Authority for a prosecution (Section 444 Education Act 1996).

← Three-Year Period →		
<p>First Term Time Leave 10 sessions (5 days) or more.</p> <p>£80 for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>E.g. if two parents take 3 children away, the fine would be £80 x 3 = £240 per parent. The total would be £480. If you pay after 21 days it rises to £960.</p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p>Second Term Time Leave 10 sessions (5 days) or more.</p> <p>£160 for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>E.g. if two parents take 3 children away, the fine would be £160 x 3 = £480 per parent. The total would be £960.</p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p>Third Term Time Leave 10 sessions (5 days) or more.</p> <p>Prosecution.</p>

SAFEGUARDING

The school reserves the right to invite parents into school to discuss any attendance issues that raise potential safeguarding concerns.

This could be to follow up a range of child protection concerns of risk of significant harm such as neglect, child sexual exploitation, domestic violence, forced marriage, Female Genital Mutilation and radicalisation.

In addition if the school suspects that a pupil may be at potential risk as a result of their absence from school the Safeguarding designated persons for Granta School reserve the right to refer these concerns to the appropriate external agencies which will be social care or police using the child protection procedures.

The school will usually notify parents / carers if a referral is to be made. However in exceptional circumstances it may not be appropriate to do so and therefore, depending on the nature of the safeguarding concern, a referral may be made without informing the parent / carer.

CHILDREN MISSING FROM EDUCATION

If a pupil fails to attend school for 10 consecutive days, without explanation, and the school does not know where the pupil is, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us. During this 20-day period, school will continue to try and contact you, and will liaise with any other service that your child is open to. The LA will conduct investigations into the location and educational provision of the child.

Every attempt will be made to communicate with parents to ensure the child is safe and well. Parents and carers should be advised this may include home visits by the LA/ Police to establish a child is safe and well.

The school will contact relevant agencies after first day of absence without confirmation from parents / carers if the child is subject to a 'Child in Need' or 'Child Protection' plan or due to risk assessment is considered extremely vulnerable.

HOME EDUCATION

On rare occasions parents and carers make enquiries about home education in schools. Granta School has supported families to move their children back into the school system when special education needs have not been met previously.

In all instances the child found it difficult to adapt to a new placement due to lack of routine attending school and needed sensitive support and a phased integration.

The school can not agree to home tuition for one of its pupils without the consent of the local authority. The school can not accept pupils from other places to follow "home tuition" programmes on the school site without the agreement of the local authority. Granta does not support the implementation of specific approaches such as ABA programmes which sit outside the usual classroom range of personalisation. For example, we do not host children to attend classes with their own supporters and engaging only within their own programme parameters. We will however work in partnership when such a programme foresees transition into full time Granta education. We will not rearrange other children's school experiences to accommodate specific programme approaches for individuals.

The Local Authority will determine whether or not to accept home education requests or challenge the request due to parental capacity to meet the special educational needs provision required to enable a child to make expected progress overtime.

Any request for home education must be put in writing to the Head Teacher in the first instance to enable the school to arrange an Education Health and Care Plan review with the Local Authority. It will not be deemed acceptable to withdraw a child for any reason prior to an EHCP review and agreement from the Local Authority. Refer to DfE guidance on 'Elective home education'.

APPENDIX 1 – SCHOOL REGISTER CODES**Attendance Codes – September 2024**

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

APPENDIX 2 – GRANTA ATTENDANCE MONITORING PROCESS

Term time leave

- Parents/Carers can request leave by completing a form that can be obtained from the school office. Which is sent to the Headteacher for approval.
- If approved, parents/carers will be notified by the school office.
- If unapproved, we will follow the statutory guidance 'Working together to improve school attendance. Which states;

If a pupil takes unauthorised term time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a penalty notice. The fine for a penalty notice is increasing - to £80 per parent, per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.

For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

These fines will apply to term time leave taken after 19th August 2024. Previous penalty notices from the last 3 years will be taken into account when a period of term time leave is taken after the 19th August 2024. Therefore, if parents have already received one penalty notice in the last three years, they will get a fine of £160 per parent per child for their next one. If they have received two or more in the last three years, they should expect to be referred for prosecution

Irregular school attendance over time

- If parents/carers know their child has a valid reason why they are unable to attend school e.g. illness or medical appointment. It is their responsibility to inform the school office by calling 01223 896890.
- If a pupil has not arrived at school and staff have received no communication as to the reason why, our Family Support Worker will contact parent/carer.
- Attendance data is monitored fortnightly by the Family Support Worker and shared at safeguarding meetings. Any pupils with attendance below the government acceptable level of 90% will be discussed.
- Parents/Carers of pupils with attendance below 90% will receive a letter informing them of their child's current attendance and that it has fallen below acceptable levels.
- This will continue to be monitored and if there is no improvement within 6 weeks, parents/carers will be invited for a formal meeting with our Family Support Worker to discuss any support they might need to improve their child's attendance and agree the attendance contract. This will be monitored through regular informal communication with our Family Support Worker.
- If parents/carers are not engaging with any offers of support from the school and attendance continues to decline, we will follow the statutory guidance which states;

The school may use a different method of support, called a Notice to Improve. This is a last effort to engage parents before legal sanctions are considered. A Notice to Improve will be a formal collaboration between the school, the Local Authority and parents.

If these attempts at formal support fail, and a pupil's attendance continues to be a concern, the school will make a referral to the Local Authority for legal sanctions to be considered. If a pupil has unauthorised absences for ten sessions or more in a 10-week period, the school may refer a parent for a penalty notice. This will be charged at £80 per parent, per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to three months per parent.

APPENDIX 3 – INITIAL CONCERN LETTER

Granta School
Cambridge Road, Linton,
Cambridge, CB21 4NN
T: 01223 896890
E: office@granta.cambs.sch.uk
W: www.granta.cambs.sch.uk
Head Teacher: Sarah Crouch



Date

Dear Parent/~~Carer~~,

Child's name, DOB, class

We are writing to advise you that during routine monitoring it has been noted that your child's attendance at Granta School is below government expectations.

Registration records show that (*child name's*) attendance is currently only (%). The acceptable minimum level outlined in the Department for Education statutory guidance 'Working Together to Improve School Attendance' is **90%**. *In addition they have been arriving late to/being collected early from school on numerous occasions, which also affects the hours of learning time missed.*

The statutory guidance states that we are legally obliged to investigate any children & young people who are at risk of persistent absence which is those pupils whose attendance falls below 90%. In light of this, and the clear link between good attendance and attainment, we will be monitoring (*child's name*) and hope to see an improvement within 6 weeks. We require prompt communication from home prior to any absence days.

We understand that your child has ongoing medical concerns that impact on their attendance, this is taken into full consideration during monitoring and will not lead to any formal procedures.

OR

You should be aware that should concerns continue, we will require you to come in for a formal meeting to discuss what further support you may require to improve your child's attendance.

We have also attached a copy of our attendance policy which has been updated in light of this new guidance.

If there are any issues impacting on (*child name's*) attendance which you would like to discuss, please contact Claire Norris at the school on the stated telephone number.

Yours sincerely,

Sarah Crouch
Headteacher

